

CTC NEWSLETTER

October 2008

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Calvin Coolidge

30th President of the
United States

"Nothing in the world can take the place of Persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent. The slogan 'Press On' has solved and always will solve the problems of the human race."

JOB FAIRS

The August 26 job fair was a great success! 40 companies registered with 118 attendees. Your editor heard comments from the participating companies that, overall, the job seekers were one of the best groups they had experienced. Let's give kudos to the Job Search Program and the hard working counselors for ensuring the success of the job seeker. Be sure to mark your calendar to attend the next job fair, October 28!!

MAKING THE MOST OF THE JOB FAIR EXPERIENCE

*By Robbie Miller Kaplan, author of
How to Say It In Your Job Search
(Prentice Hall Press, 2002)
and published in the CTC Newsletter
of November 2005*

Job fairs offer big benefits to job seekers. You have an opportunity to network, identify what employers are seeking in applicants, participate in actual interviews, practice your interview skills, and maybe - get a job offer! If nothing else you can apply what you learn to more clearly target your resume for positions of interest.

How can you prepare and maximize the job fair experience? It's helpful to prepare as if it were a job interview; bring along professional copies of your resume, practice responding to interview questions, and dress as if you were attending a job interview.

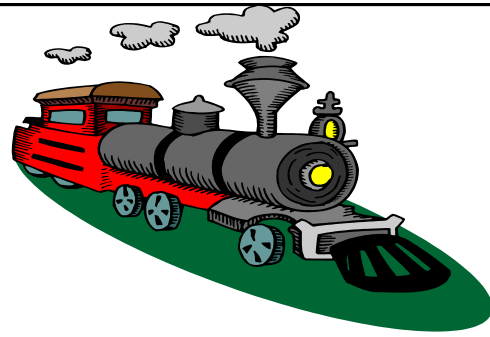
You will make the best impression if you research the organizations prior to the job fair. Get a sense of what is going on with the organization. Are they expanding? Merging? Did they just receive a government contract? Launching a new product? If you have a sense of what is going on, you can craft an appropriate question or, you can read up on the organization to have an idea of who they are and then ask questions to share a bit of their own information with the recruiter or interviewer.

How can you ensure a successful job fair experience? It's good idea to work the entire fair. Begin with organizations of least interest and work up to your top choices. You'll gain more confidence with each experience so you'll be in top form for your top picks. Prepare and introduce yourself to each employer with a 30-second introduction; include what you have been doing, what you are looking for and the skills and experience you want to use.

Always collect business cards and definitely follow up with employers that you interviewed with if you are interested in them. You can also solicit feedback on your resume to ensure it is as strong as it can be. While waiting in line, read some of the brochures you pick up or an industry publication.

And don't just network with employers; network with other applicants. Find out what they are looking for, share a lead with an organization that is not a fit but may fit the applicant, and visa versa. Follow up with individuals you met so you can expand your network. You never know where or when the perfect lead will materialize; make sure you don't miss it.

Don't forget: Mark your calendars for Tuesday, October 28; 1:00—4:00 pm for the next JSP Job Fair.



Job Search Engine - Top Job Search engine Sites

In last month's newsletter you read about "essential computer skills" and how "information management skills" appear in most 'Top Ten Lists' of most essential job skills". Now that you have availed yourself of those teaching resources, you are ready to use a Search Engine.

Job search engine sites, including Indeed and Simply Hired, allow users to search the major job sites, company sites, associations and other online job sites by keyword and location. Some job search engines provide results via email, others generate a list in your browser. You may need to weed through the results to find listings that meet your needs, but, these sites are resources that should be included on your list of job search sites to be checked regularly.

Indeed includes millions of job listings from thousands of web sites, including company career pages, job boards, newspaper classifieds, associations and blogs. Any job search can be saved as an email alert, so new jobs are delivered daily. Job seekers may also search job trends and salaries, read and participate in discussion forums, research companies and even find people working for companies of interest through their online social networks.

SimplyHired.com

SimplyHired searches thousands of job boards, classifieds, and company sites. Advanced search options include type of job, type of company, keyword, location and the date the job was posted.

Jobster

Search for jobs posted by location (city, state, zip), keyword, vicinity, and best match. Advanced search options include state, city, radius from a city, date posted, and multiple keywords or a phrase.

JustPosted.com

JustPosted also searches the web for postings. Job seekers can search by position title, city and state. Matching job leads are returned instantly via browser or email.

RiseSmart

RiseSmart is a job site that offers a Concierge service (for a fee) for job seekers who are looking for positions in the 100k+ salary range.

Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.

- Mark Twain

Helpful Links

These sites don't post jobs, but do contain a wealth of other career information.

Quintessential Careers

www.quintcareers.com A career and job-hunting resource guide. Where job-seekers have all the tools needed for a successful career, college, or job search.

Job-Interview.net www.job-interview.net
Job interview questions and answers

Entrepreneur.com

www.entrepreneur.com Information, services and expert advice for small business owners and entrepreneurs

Salary.com www.salary.com The site dedicated to answering the question "What are you worth?"

Career Consulting Corner

www.careercc.com Career products, career assessments, interviewing tips, job search information, and a job bank.

Opportunities and Careers

www.familyfriendly.com Information for families, including family-related career concerns.

Resume.com www.resume.com Providing individuals with high quality resume writing services via the Internet.

My Job Search www.myjobsearch.com A compilation of all the online resources that empower jobseekers to find jobs they love or advance within their current careers.

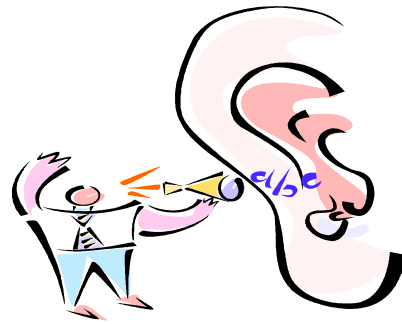
“Don’t Retire, REWIRE”

by Jeri Sedlar and Rick Miners

Top Ten Reasons Why People Flunk

Retirement

- 1. Retired for the wrong reasons.*
- 2. Didn’t realize the emotional side of retiring.*
- 3. Didn’t know myself as well as I thought I did.*
- 4. Didn’t have a plan.*
- 5. Expected retirement to evolve on its own.*
- 6. Thought rest, leisure, and recreation would be enough.*
- 7. Didn’t stay connected with society.*
- 8. Expected my partner to be my social life.*
- 9. Didn’t know what I was leaving behind.*
- 10. Was overcome with boredom.*



WE WOULD LIKE TO HEAR FROM YOU! LET US KNOW WHAT TOPICS YOU WOULD LIKE TO SEE MORE OF. IF YOU HAVE AN INTERESTING STORY OR COMMENTS/ SUGGESTIONS YOU WISH TO SHARE WITH YOUR COLLEAGUES, PLEASE SEND TO THE CTC NEWSLETTER EDITOR (COVIELLOCE@STATE.GOV)

“God grant that men of principle shall be our principal men”

- Thomas Jefferson -



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Also available on the internet at
<http://www.state.gov/m/fsi/tc/c6958.htm>